

Grant Program Manager
District of Columbia Department of Transportation
Mass Transit Administration
Section 5310 Capital Assistance Program
for Transportation of the Elderly and Persons with
Disabilities



QUARTERLY PROGRAM STATUS REPORT
PREVENTIVE MAINTENANCE INSPECTION REPORT
and PROGRAM MEASURES

Subrecipient Information

Name of Organization:		
Address:		
City:	State:	Zip Code:
Phone Number:		
Contact Person:		
<i>Frequency of Oil Change should be Every 3 months or Every 3000 Miles Documentation of oil change must be included with this form.</i>		
Vehicle VIN#	Mileage	Date of Oil Change Service

Vehicle VIN #	Mileage	Date of Oil Change Service

Vehicle VIN #	Mileage	Date of Oil Change Service

Provider Information

Name of Auto Oil Change Service /Maintenance Company:		
Address:		
City:	State:	Zip Code:
Phone Number:		

Program Measures

Subrecipient Name: _____

[illegible]

- The number of **ELIGIBLE PERSONS** is defined as the number of people who have access to your service. If you have a specific client list you may use the number of people on this list. If you serve the public at large, you must use Census 2000 data for the number of elderly and disabled citizens in the counties in which your service operates. Please count each client once, regardless of how many trips they were provided.
- The number of eligible persons **SERVED** is the number of people eligible for 5310 services that were actually served through your service. Please count each client once, regardless of how many trips they were provided.
- An **ELDERLY INDIVIDUAL** includes, at a minimum, all persons 65 years of age or older, although you may use a definition that extends eligibility for service to younger (e.g., 62 and older, 60 and over) persons.
- An **INDIVIDUAL WITH A DISABILITY** is an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility.
- If a client is **BOTH** an “elderly individual” as well as an “individual with a disability”, (s)he is counted in the “elderly & disabled” column.
- **ONE-WAY TRIPS** is counted as each passenger served for each direction (ex: one person served on a round trip = 2 one-way trips). Count ALL trips, regardless of if they took place on 5310 funded vehicles or not. DDOT will calculate the share that was transported on 5310 funded vehicles using your provided information

